



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE**  
**CMR 408**  
**APO AE 09182**

AETV-GW-CO

28 July 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: 69<sup>th</sup> ADA Brigade Command Policy Letter 11, Use of Tactical and Non-Tactical Vehicles**

1. Key to our warfighting ability is having well-trained drivers to operate mission ready vehicles.
2. All Tactical Vehicles will:
  - a. Have two operators. The TC will be a licensed NCO when available. If an NCO is not available, as operator nor TC, the battery/company commander will sign the vehicle's dispatch.
  - b. Under no circumstances have only one operator beyond the confines of that unit's garrison/Kaserne.
  - c. Be operated only if all occupants are wearing Kevlar helmets when the tactical vehicle is moving.
  - d. Only be operated by the individual signed for the vehicle. When the mission dictates otherwise, the assigned operator will sign the vehicle and all of its components down to the current user on a temporary hand receipt. In this case, the hand receipt must be kept with the dispatch.
  - e. Travel in a convoy when two or more vehicles are traveling to the same destination. Convoys must be in accordance with USAREUR Regulation 55-1 Paragraph 12.c.
  - f. When properly licensed, officers will drive tactical vehicles only in an emergency or when there is a safety risk.
3. Non-Tactical Vehicles (NTVs)
  - a. Every NTV will be assigned a primary driver. The primary driver will be the only driver of that NTV unless mission dictates otherwise. The primary driver will also maintain their NTV and ensure services are scheduled and performed.
  - b. All NTVs will have the following: an up to date and accurate dispatch, risk assessment of current trip, and strip map of current trip. These documents will be updated and maintained by the primary driver. All drivers and assistant drivers must be properly licensed on NTVs.
  - c. Officers will drive NTVs only in an emergency or when there is a safety risk.
  - d. An assistant driver must be present in the vehicle unless the trip is within the local area (for Giebelstadt that includes the Wurzburg, Kitzingen and Giebelstadt footprint).
  - e. NTVs are used for official use only LAW USAREUR Reg. 58-1. Proper etiquette will be followed while in NTVs to include no smoking.
  - f. Primary drivers will ensure NTVs are properly topped off and clean after each use.

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g. When driving or riding in an NTV participating in training exercises, helmets will be worn if they are designated as part of the duty uniform.

4. This policy applies to all who assigned or attached to this brigade, to include DoD civilian employees. It is directive in nature. Thus, commanders will ensure soldiers and DoD employees assigned to their command understand this policy as soldiers and employees are subject to punitive action if violated.

5. A copy of this letter will be posted on all unit bulletin boards.

6. ***"TEAM OF WINNERS!"***



R. KIRK LAWRENCE  
COL, AD  
Commanding

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